

simon fraser
student society

**SFSS BOARD
OF DIRECTORS
SEMESTER
REPORT**



Jennifer Chou
VP Student Life

May 2020 - Aug 2020

SFSS Board of Directors Semester Report

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Executive Summary

Hi! I'm Jennifer, the VP Student Life for the 2020-2021 Board year. This semester, I chaired the Accessibility Advisory Committee and the Events Committee. I have also been part of the Executive Committee, Finance and Administrative Services Committee, Member Services Advisory Committee, and the Surrey Campus Committee.

Some projects I've been working on include various exciting events (Pad Thai Food Workshop, SFSS Trivia Night, etc.) and accessibility-related work.

My biggest pain points this semester has been delegation and taking on too many initiatives.

A recommendation I have would be to take days off. I often found myself taking inconsistent days off to recharge unintentionally, which impacted my time management.

Another recommendation would be to seek support. I am very used to taking on projects independently, but this can become overwhelming, especially during midterm season. Luckily, there are SFSS staff members to support me like the SFSS Events Coordinator, Dipti.

Overall, it's been a hectic summer adapting to virtual operations. However, this hasn't stopped me from taking on projects that I'm excited about, and I look forward to another semester of fun events and informative meetings!

Projects Completed

SFU Advocacy

Summary

My SFSS term started at a weird time, when all classes shifted online. It was the end of the Spring 2020 semester, and a lot of students had concerns regarding how the transition online was handled. Some students had concerns about exam invigilation, final grades, and other factors of academic life that were affected by the shift to online learning.

Last year, as the SFSS FASS Rep, I acted as an advocate for students, emailing department chairs and professors. As a student Senator (my term ended May 2020), I was privy to information that wasn't necessarily easily accessible to students. This allowed me to bring students' concerns to the forefront of meetings with SFU, where I continued my advocacy work as both a student Senator and a Board member of the Simon Fraser Student Society.

For a more detailed report on my advocacy efforts, check out my Senate Report (scroll down for COVID-19-specific advocacy) here:

https://docs.google.com/document/d/1HRqk_05Zs4r0XQRN_hsDDcXokblclRvx45fWwLJJcEU/edit?usp=sharing

Goals

Improve transparency surrounding new guidelines for online learning

- I connected with confused students via social media, addressing their concerns and posting updates

Act as a student advocate to improve the academic lives of students

- A lot of students reached out to myself and the SFSS President, Osob Mohamed
- We sent emails to their professors and the relevant department chairs to advocate on these students' behalves

Results

Provided a voice for students to SFU administration

- I regularly consulted with students on Facebook (Must Knows for Courses at SFU group), Discord, Reddit, and my personal Instagram account.
- I created a Google form for students to submit their thoughts and I collated these responses to present to SFU administration

Provided clarity for students who were confused about COVID-19 academic changes

- Since I was at the meetings where important decisions were made by SFU, I passed on this information to students who posted questions online.

Meetings and emails

- I successfully brought forward students' concerns to SFU administration, department chairs, and professors through meetings and emails.
- I worked with other SFSS Board members and the Ombudsperson to address and respond to students' concerns.

Cultural Groups Welcome Video

Summary

The FASS Rep, At-Large Rep, and I took on this project and contacted a lot of cultural and religious groups at SFU.

The goal of this project was to help incoming students feel more welcome like there is a group they are welcome to join at SFU.

Video: <https://www.facebook.com/sfss1/posts/3906535776030469>

Goals

Show students that they are welcome at SFU

- By having videos of people welcoming students to SFU, students may feel like they will be more likely to be accepted here
- Showcasing student groups can help provide students with a clear place to contact for support or new friends

Promote cultural groups on campus

- Cultural groups that are showcased in the video will be promoted on SFSS social media

Strengthen relationships with different groups on campus

- I reached out to many different cultural groups who expressed interest and support in this project
- We continuously communicated and worked together to collect the clips and put together the video

Results

Communicated with cultural groups on campus

- I reached out to groups through email and social media
- I communicated what was needed from these groups and gave group representatives a script for the video
- I collected videos from groups and got the communications department to create a video

Committed to accessibility

- I gathered a script from group representatives, which included spellings of any greetings from different languages
- The communications department has been amazing with captioning the video

Helped promote student groups on campus

- Provided a more engaging way for student groups to connect with new students
- Included the names and social media handles of student groups in the video

Welcomed incoming students

- Provided a way for students to get more information about a group they may be interested in

SFSS TikTok Video

Summary

I wanted to have a cool introduction for the new 2020-2021 SFSS Board. The Environment Rep, Anuki, helped out with this.

We collected videos from SFSS Board members. I filmed my stuffed raccoon, Mlea, for Phum's video.

Video: <https://www.facebook.com/129758267041591/videos/253726346003102>

Goals

Introduce new Board members to students in a fun way

- Using TikTok and holding up a sign showing what SFSS meant to Board members allowed us to introduce ourselves in a fun and engaging way

Results

Created a fun video to introduce students to Board members

- The video was short and sweet (like me) and it was entertaining and cute and fun and amazing and all the positive words

Increased engagement on SFSS social media

- The Tiktok video got more likes and comments than usual posts

Increased transparency with SFSS Board members

- Putting a face to the name of the SFSS Board members to make us more approachable

Financial Literacy Workshops

Summary

Post-event report here:

<https://docs.google.com/document/d/1ef8Yaal-mzhd5cs3FKfev4MwLkQCAaGwPtVR9di2VsY/edit?usp=sharing>

Videos:

- Budgeting: <https://www.youtube.com/watch?v=MP5pOOzwhrs>
- RRSPs and TFSAs: <https://www.youtube.com/watch?v=zFRZN4633YY>

This event went pretty well. We had around 40 signups on WebSurvey, although only around 20 attended each of the two workshops (Budgeting and RRSPs/TFSAs). However, we were able to record the workshops for the students who couldn't make it.

The workshops were hosted by some amazing volunteers at Vancity, free of charge. Attendees were very engaged and asked some great questions. The presentations themselves were interactive with polls and informative PowerPoint slides.

I really appreciated the VP Finance, Corbett, and the VP University Relations, Gabe, for helping host the workshop when I was unavailable to.

Goals

Help students learn more about personal finance and financial literacy

- Students asked a lot of questions to increase comprehension of finance

Increase awareness and knowledge about SFSS

- Talked about the SFSS and what we do at the beginning of the workshop

Facilitate student engagement during COVID-19

- Many students registered for the workshop
- I promoted the workshop in many different places, including Facebook, Instagram, and Discord

Results

Taught students financial literacy skills

- Students were very engaged and asked very thought-provoking questions to deepen their knowledge and understanding of Budgeting and RRSPs/TFSA's

Increased awareness and knowledge about SFSS and what we do

- Had an introduction to SFSS and what we do, as well as introduction from the Board members present

Facilitate student engagement during COVID-19

- Recorded the workshop to ensure accessibility for those in different time zones
- Encouraged students to attend across different social media platforms

Strengthened relationships with community members

- Communicated with Vancity representatives and thanked them for the partnership and for facilitating the workshops

SFSS Events X SFU Peak Frequency Live Concert

Summary

Post-event report here:

<https://docs.google.com/document/d/1VcW03rKu9OIV2YROHPWApy46tG58VizGGSpz3HOCEG0/edit?usp=sharing>

SFU Peak Frequency took over the [@sfss_events Instagram](#) for around 3.5 hours, from 4:30pm to 8pm. They did a livestream of amazing performances.

This event went pretty well. There was a lot of amazing support from folks at Peak Frequency. One student told me she only went to check out the event for one song only, but the performer was so talented that she stayed for a few more songs.

SFU Peak Frequency MCs went to the SFSS Board office and had the marketing material laid out in the background, which was awesome. However, they were some wifi issues, but the MCs handled it pretty well and were amazing presenters.

There were some wifi issues but the team was super adaptable and figured out a solution (shifting the performance times).

Goals

Increase student engagement

- Our [@sfss_events Instagram](#) had been inactive since elections; by hosting the Instagram Live concert, we would increase engagement

Provide an event for students who love music

- Students who loved music (whether it's performing or listening to music) attended this event
- We provided students with a platform to perform on
- One audience member said she intended to stay for one song but ended up staying longer because the singing was so good

Collaborate with SFU Peak Frequency and provide them with a platform to perform and promote the club

- Our event lead, SFSS At-Large Representative, Phum Luckkid, acted as a liaison between the SFSS Events Committee and SFU Peak Frequency

- Both sides (SFSS Events and SFU Peak Frequency) were very excited for the event

Results

Strengthened connections with SFU Peak Frequency

- Usually, the SFSS only collaborates with SFU Peak Frequency for the annual SFU's Got Talent event
- SFSS Events helped provide SFU Peak Frequency with a platform to host a concert. This was a great collaboration because in the past SFSS has only collaborated with SFU Peak Frequency on SFU's Got Talent

Provided an event for students who love music

- Gave a platform for music-lovers to perform
- Have an easy way for students to watch performances and connect over music

Pad Thai Food Workshop

Summary

Post-event report:

<https://docs.google.com/document/d/1GX76L9RgOD0bck8SYHImvzD3aoeNQLTD29jAg7ie34E/edit?usp=sharing>

Video recording: https://www.youtube.com/watch?v=zIIB8_tBPr4

The SFSS Pad Thai Food Workshop with [Chef Jorge](#) was the first time the SFSS Events Committee has hosted a cooking workshop online.

Overall, 18 people signed up (3 of which were SFSS staff or Board members). Around 4 to 5 SFU students (non-SFSS staff/Board members) showed up to the Zoom workshop for the entire duration of the workshop; some students dropped by and left before the workshop was over. I (SFSS VP Student Life) was the only person making food alongside the chef, and it ended up being hilarious and entertaining (while still educational). The rest of the attendees watched and asked questions like it was a live interactive cooking show.

The overall budget (including contingency) was \$240, and we spent \$214.95. The event was very well-received by attendees, but since it was during finals season, I am expecting more people to watch the recording of the workshop once it is uploaded online.

One roadblock about the workshop was that it was during finals season, which could explain the low attendance. However, the workshop was recorded so other students can watch the recording later on once it is up on SFSS social media.

Goals

Test out events on an online platform (the only other event hosted on Zoom by the SFSS Events Committee were the financial literacy workshops)

- I had to use the Zoom account of SFSS VP External, Samad Raza because his Zoom account has recording permission
- The recorded video could be accessed publicly for those in different timezones
- The recorded video could also be screenshot to be turned into pictures for the post-event report

Build connections with more students and have them be more aware of what the SFSS is

- Some students attended the event and asked a lot of questions
- I didn't recognize them so they haven't attended previous SFSS events before (at least not the online ones)
- I talked a bit about the SFSS and what we do at the beginning of the workshop

Give students some skills that will help them in their future

- Student attendees said that they learned a lot from the workshop
- The workshop provided them with some cooking tips

Get more familiar with the process of obtaining and working with instructors for workshops

- We have never really done this before since the move online
- This was the first time we hired a paid instructor to host a workshop online
- The process went relatively smoothly (instructor was paid after the workshop), and I have a better idea of the process to hire instructors for future workshops

Results

Provided a positive, fun event for students interested in learning how to cook

- Attendees of the event expressed positive feedback for the event
- The project helped build connections with some SFU students interested in learning how to cook, and we also built connections with the young chef, [George](#).

Collaborated with a young, up-and-coming chef, George

- This was the first time George had hosted a workshop like this but it went really smoothly
- Supported a small business

SFSS Trivia Night

Summary

Post-event report:

<https://docs.google.com/document/d/1qwwgXCSsLiHUx7HjpCtShJayT8ApDq3mSmk8-T6l9c/edit?usp=sharing>

SFSS Trivia Night consisted of 20 Kahoot questions and winners could get up to \$50 in gift cards.

We ran into some difficulties with the movie night portion because there were a lot of privacy and copyright concerns regarding streaming services. In the end, we decided to have the movie night be optional and just tell students that we get free movies (Criterion).

The free tickets were “sold” pretty quickly and we had about 40+ signups.

There were some delays in marketing due to confusion around whether the SFSS would get free Kahoot Premium or not (we ended up getting a free trial until the end of September).

Goals

Host an engaging, interactive event

- Kahoot trivia would require students to actively participate to win a gift card

See how a trivia night would work online and test out Kahoot

- We have never hosted a trivia night online before
- We've also never used Kahoot before
- Future themed trivia nights can use Kahoot once we've figured out how it works

Improve students' knowledge of SFSS and SFU

- Kahoot trivia questions consisted of information about SFSS and SFU
- Students were shown correct answers after every question

Results

Students learned a bit about SFSS and SFU

- The Kahoot trivia questions had some very obscure SFU facts

- Students who took the Kahoot trivia quiz would learn about SFU

Students had fun competing in trivia

- Kahoot is always fun
- Some of the questions were funny

SFSS Funding Guidelines Working Group

Summary

Several members of the Member Services Advisory Committee formed a working group. The purpose of this group was to consult student group executives to hear what feedback they had for how current funding processes worked.

I assisted the Chair, SFSS At-Large Representative Phum Luckkid, in creating a list of groups to reach out to. I also reached out to these specific groups and got them to fill out the Google form with their feedback.

Goals

Improve the funding system to make it easier for students to use

- We sought input from various student groups as to what we could do to improve

Results

We had a meeting with several student group representatives to go over the feedback.

We discussed allocating core funding to clubs using a bracketed/tiered system so funding is determined by the number of members clubs have.

Projects in Progress

Emerge SFU

Summary

About us video: <https://www.youtube.com/watch?v=b8yNuOS2UuY>

Last Board year, a student Senator approached me with a project idea because his project involved my faculty (and I was the Faculty of Arts and Social Sciences Representative).

I took on the project and became the PR Director for Emerge SFU.

Emerge SFU strives to instill valuable industry skills in students through a series of workshops over the course of four to six weeks. These workshops will be open to students from any discipline, giving them the opportunity to learn skills they might not typically be exposed to in their program.

Goals

Help students gain employable skills

- Our main goal is to give students the opportunity to build high-demand skills. By providing a free, easy-to-access program consisting of engaging workshops to teach these skills, we hope to improve their toolbox of employable skills and guide them into a career path they are passionate about

Develop relationships with different internal and external groups

- Collaborated with SFU student groups like SFU LYFE, ACIT Global, SFU Surge, IATSU, Count on Me by Enactus SFU
- Collaborated with other groups like Habib University, the Charles Chang Institute, SFU CMNS and SFU FASS Co-op offices, Bridgespace, EXCITE, and more

Mentor students for personal and professional development

- Started an informal mentorship program for the new team members of Emerge SFU

Timeline

May – July: Host UI/UX Design and Android Studio Code workshops

August: Do miscellaneous work - pursue collaborations, plan for Fall 2020 workshops, edit videos for web series, recruit new team members

September – November: Fall 2020 workshops (UI/UX Design, Android Studio Code, Financial Literacy, and Digital Marketing), miscellaneous tasks like continuing with collaborations with external groups

November – December: Pass our constitution and bylaws (internal), transition new team members, host any networking events, prepare for Spring 2021 workshops

Greek Life Organizations

Summary

Meeting notes:

<https://docs.google.com/document/d/1JjAY8-OSE3LXUt-gullhNTx2g2Koyn1xcxppPx7YrAQ/edit?usp=sharing>

The Board passed a motion to give professional fraternities permanent club status after this issue was the topic of many meetings.

Some considerations:

- Professional fraternities have important ties to their parent group - networking events, funding, etc.
- They also have their own insurance, covered by their international board
- Professional fraternities are co-ed - accept everyone
- Professional fraternities have ties to faculty members, they fundraise, and may need free SFSS room booking/grant requests like a club (instead of being treated like an external group, getting some discounts)
- Professional fraternities were not banned - it was social fraternities that was banned in the motion (but this was penciled in so may not have been in every copy of the document)
- If they were an SFSS club permanently it might be easier to oversee/regulate activities and ensure that rules are being followed

Causes for concern:

- SFU is firm on not accepting Greek Life
- Social fraternities may want to push for club status as well if we approve permanent club status to professional fraternities
- Our current insurance provider probably would not help out if something happened and they say Greek Life was involved
 - Potential reputational damage for SFSS as well
- Training may not be enough to prevent harassment/hazing from happening (this is shown with UBC AMS' experiences)
 - However this is mainly only for social fraternities

The SFSS Council had questions about this decision and wanted to be consulted, so some SFSS Board members (including myself) will be engaging in ongoing conversations with professional fraternities.

Goals

Consider the situation with professional fraternities and make an informed decision

- After meetings with a representative from a professional fraternity and discussions at SFSS Committee and Board, we concluded that professional fraternities should be given permanent club status

Work with professional fraternities to address students' concerns

- Discuss next steps for addressing the cGPA requirement issue and the membership fee
- cGPA requirement can be waived on a case by case basis and is not enforced - but the representative from a professional fraternity will talk to the international chapter and see if the language can be changed to "recommended cGPA"

Timeline

July - August: Meet with a representative from a professional fraternity, discuss the issue at Member Services Advisory Committee and the SFSS Board, and pass a motion giving professional fraternities permanent club status

August - September: Continue engaging in conversations with professional fraternities

Mental Health Mondays Giveaways

Summary

This project was started with the intention to replace (in some aspects) the Care Packages project that I took on last year as the SFSS FASS Representative.

Each giveaway occurred on the [@sfss_events Instagram](#), and encouraged students to take care of their health. Writing down how they were planning to take care of their mental health, physical health, or academic health were prompts to participate in the giveaway.

So far, the giveaway has had a lot of success with more people entering when giveaways were themed (i.e. ice cream, cinnamon buns gift cards) than when they were not (i.e. Visa gift cards).

The giveaway also encouraged students to actively think about what they could do to lead a healthier lifestyle. Giveaway prizes included gift cards from small, local, and sometimes vegan businesses.

Goals

Get SFU students to be conscious of their health

- Each giveaway post makes students write down what they are doing to improve their health in some aspect of their life (mental health, physical health, academic health, etc.)

Support local businesses

- Our giveaway prizes included gift cards from local businesses
- These businesses would be promoted to a new audience

Timeline

Literally every month (first Monday of every month): Post the giveaway post

Second Monday of every month: Giveaway draw and winner is announced

Third week of every month: Decide next month's giveaway and begin preparing marketing materials

Photography Workshops

Summary

I approached a representative of SFU's UPhoto club (photography club). He was interested in doing a two-part photography workshop where he would teach how to take photos (composition, lighting, etc.) and edit photos (Lightroom and Photoshop).

Unfortunately, due to scheduling conflicts, this instructor could not host the workshop as planned. However, he referred me to a new photography instructor who was willing to host the workshop a few months later.

Goals

Provide an event for people looking for a new hobby

- Photography is something many SFU students are interested in
- Now that everything is online, some students may be looking to get into some new hobbies (like photography - going out for a walk to take photos can be healthy)
- People also want Instagram-worthy pictures so if they can learn how to take self-portraits too
- Students can learn how to edit photos using software like Lightroom and Photoshop

Promote UPhoto

- UPhoto is a small Surrey-based photography club
- Promoting this club would help students find a community of like-minded people who are also interested in the same things they are
- UPhoto can find/recruit new active members
- SFSS can develop a working relationship with UPhoto

Give event attendees new ideas / skills they can use for their passions

- These workshops can inspire attendees to use their creativity and make something they're proud of
- Attendees are encouraged to take their own photos
- The skills that attendees learn from these workshops can be applied elsewhere in their lives

Timeline

July: Reach out to photography instructor and plan workshops

August: Workshop was postponed so I reached out to a new instructor

Early October: Host photography workshops

Hiring Accessibility Designated Assistant

Summary

This was one of the projects in the Accessibility Advisory Committee's annual plan.

There was an Accessibility Designated Assistant back in 2017, but the position remained vacant in 2018 and 2019.

This year, the newly hired Accessibility Designated Assistant will be responsible for supporting the Accessibility Advisory Committee on the implementation and evaluation of a new Accessibility Standard Policy. The Assistant will be further responsible for assisting the development of proposals, facilitation and administrative work related to accessibility.

The Accessibility Advisory Committee revised the old 2017 job posting and reviewed it.

Several people were appointed to the hiring committee for this position, including myself as the Chair of the Accessibility Advisory Committee.

Goals

Hire someone who is passionate and knowledgeable about accessibility

- This role requires some research work and would need expertise on the topic of accessibility and universal design

Hire someone with lived experience

- Having someone with lived experience would be very valuable to the SFSS
- Lived experience can help inform decision making

Hire someone who can help with the workload of the Accessibility Advisory Committee

- The Accessibility Designated Assistant will

Timeline

July - August: Revised and reviewed the Accessibility Designated Assistant job posting, and struck a hiring committee for this position

September onwards: Recruitment and orientation process starts

SFU StreetFest

Summary

Briefing note:

<https://docs.google.com/document/d/1yWIKfqnsF4OKDxBKUnkBxsM8fdGJbjiF/edit>

This year, StreetFest will be done with virtual reality. SFSS has committed to having two “booths” at the event, one for general SFSS and another for the SUB.

We will also have a raffle draw for people who enter via taking a survey.

I liaised between SFU and SFSS for this project. I met with SFU multiple times alongside the SFSS Events Coordinator, Dipti. I also filmed the SUB for the tour video.

StreetFest also has the option of booking a “live session” and I will be at the live session as well to answer any students’ questions.

Goals

Promote SFSS and the new SUB to students

- StreetFest is a great way for SFSS to promote our services and SUB to students - both new and old
- We filmed the interior of the SUB and this video will be showcased at our virtual booth at StreetFest

Increase student engagement

- Having booths at StreetFest as well as including a live Q&A session is a great way to get students to know more about what we do
- Having a giveaway (and promoting this giveaway on our social media) can encourage students to learn more about us

Timeline

July - August: Meet with SFU and get details/information, pass a motion at the Board table to approve money for the “booths” and gift card giveaways, film SUB, prepare and submit necessary files to SFU

September: StreetFest happens

Time Management Workshop

Summary

Briefing note:

<https://docs.google.com/document/d/1idlpozbb6kH9XLY54iXHrpsWS-xco3xuH/edit>

Video recording: https://www.youtube.com/watch?v=Ze6SYfjm_NI

The start of the school year can seem daunting for a lot of students, especially now that courses are online. This is why I reached out to a student productivity expert at SFU to host this workshop.

Get More Done: A Time Management Workshop for an Online Semester will help these students tackle schoolwork and offer strategies for productivity - whether they're new first-years or curious fourth-years.

The instructor is an expert on student productivity, a local SFU student named Shay Hayashi. Her website can be found here (free resources included):
<http://shayhayashi.com/>

Shay has offered to share some engaging PDF documents to help event attendees with their academic journey.

The event would be for **Monday, September 14th from 12:00pm - 2:00pm.**

Goals

Improve students' time management skills

- The workshop will be interactive and engaging so attendees can get the most value
- Worksheets will be provided as a resource for attendees to refer to and help them in their time management goals

Support local brands

- The instructor is a local SFU student who runs a productivity blog:
<https://shayhayashi.com/>
- Her advice can be tailored to SFU students specifically

Provide a way for students to interact with SFSS

- A lot of our workshops for September will have an SFSS representative there to do an introduction
- By being more familiar with the SFSS representative and the SFSS in general, students may be more likely to stay up to date with what the SFSS is doing, and ask us any questions when they arise

Timeline

August: Reach out to instructor

September: Host workshop, write up post-event report

Bullet Journaling Workshop

Summary

Event plan:

https://docs.google.com/document/d/10vORclraVb-vhQmIO6TgaK9C_yDU7aGu/edit

Video recording to be uploaded

I also reached out to Shay Hayashi to see if she would be able to host a bullet journaling workshop.

This workshop would help students gear up for midterm season in October, ensuring they stay organized and on top of their assignments, readings, papers, and studying.

Goals

Improve students' organization skills and provide them with a way to express themselves through artistic means

- The workshop will be interactive and engaging and attendees will be creating their own bullet journals for future use
- Attendees will learn strategies for organization and goal-setting using their bullet journals
- Attendees will be provided with a way to be creative and artistic/crafty, which can act as a de-stressor

Support local brands

- The instructor is a local SFU student who runs a productivity blog:
<https://shayhayashi.com/>
- Her advice can be tailored to SFU students specifically

Timeline

August: Reach out to instructor

September: Market the event, host the event, and write up the post-event report

Graphic Design Workshops with TechBytes

Summary

Event plan:

<https://docs.google.com/document/d/1BCyakKr9YHkubq-9smv43IIB5SaDRAJQ/edit#heading=h.e5kw2bbybnit>

Video recordings:

- Illustrator: https://www.youtube.com/watch?v=b2_kYBdzhD0
- Figma: to be uploaded

I reached out to IATSU to see if they would be interested in hosting graphic design workshops, and they referred me to TechBytes. TechBytes is a group of IAT students who teach students Illustrator, InDesign, AfterEffects, Premiere Pro, Photoshop, Lightroom, and Figma.

I requested Illustrator and Figma workshops.

Goals

Improve students' design and software skills

- The workshop will teach students how to use specific design software

Support local student groups

- TechBytes is an IAT student-led group
- Collaborating with TechBytes would help promote their name to students who are not in IAT, like some followers of the [@sfss_events Instagram](#)

Timeline

July: Reach out to IATSU and TechBytes

August: Confirm dates and times

September: Market and host the event

Board-Council Liaison Reports

Summary

Council folder:

https://drive.google.com/drive/folders/1Ss_FYPnwi4CD6Z3LIGpb7qiO5O_ZH-y6?usp=sharing

As the VP Student Life, it was my responsibility to type up reports of what happened at Board meetings and present them at every Council meeting. Previous reports I have made can be found in the folder linked above.

I gave a verbal report alongside my written one at every Council meeting.

Goals

Update Council on SFSS Board meetings

- Giving a 2-minute (often less) verbal report to Councillors, and condensing Board meeting information, into a report was a really efficient way to update Council on Board meetings
- This strengthened the relationship between Council and Board because Council was more aware of what was happening at Board meetings

Make Board meetings more accessible

- I tried to make my reports easy to read (less jargon, or jargon explained)
- My reports started to have a “highlights” section at the top that was like a TL;DR and basically had the most important summaries

Timeline

Literally every Board and Council meeting: write and present the report

Projects to Start

Accessibility Standard Policy Appendices

Summary

The Accessibility Standard Policy was something that I worked on last year as the SFSS FASS Representative. The 2019-2020 Board passed a motion to approve this policy, which has a coming-of-force date of one year.

In the 2020-2021 Board year, we will be focusing on developing the appendices of the policy. This includes the Accessible Events Checklist, the Accommodation Request Form, the Accessibility Fund Grant Request Form, and SFSS Event and Meeting Accessibility guidelines.

Currently, the Accessibility Fund Grant Request Form (part of the appendices of the Accessibility Policy) is obscure, inaccessible, and difficult to navigate. Some work has been done previously to revise the main application form, but all the documentation (<http://sfss.ca/grants>) requires heavy revision. Funding remains largely inaccessible to the bulk of students who attempt to apply. I will be doing research (on screen reader accessibility) and reviewing comments from Accessibility Advisory Committee members to implement a more accessible form.

Currently, I have a revised version of the form that I worked on. I took committee members' comments into consideration, as well as my own judgment, when working on this revised version. Here is the form:

<https://drive.google.com/file/d/15A6kxCYsRolqnvLwsiY2P9nsnnVK6IGL/view?usp=sharing>

More work will have to be done on the Accessibility Granting Guidelines, which is linked on the Accessibility Fund Grant Request Form.

I am also hoping to advocate for accessibility training for not just SFSS Board and staff, but also student group executives.

Goals

Increase accessibility in all aspects of the SFSS organization

Standardize what accommodations are provided

Support students who need accommodations and resources by making these resources more easily accessible and providing funding

- We are looking at starting an accessibility bursary
 - Briefing note for the bursary:

https://docs.google.com/document/d/1odY_21hzKbgLxZ8FhdaT5WpP70Bj9C9I/edit

Timeline

August: Discuss at the Accessibility Advisory Committee so new committee at-larges can familiarize themselves with the policy and what changes need to be made

Fall 2020 - Spring 2020: Work on the Accessibility Standard Policy and its appendices with the help of the Accessibility Designated Assistant

Accessibility Audit

Summary

Briefing note:

https://docs.google.com/document/d/117_cGbUCJdsqVUn_t8Z6MaKrok_IEPxs/edit

This would be an audit for the new Student Union Building (SUB). Accessibility Advisory Committee members could go in the building and conduct an accessibility audit, or we could hire an external auditor.

There aren't legal standards surrounding disability in BC so having a combination of different auditors may be more comprehensive.

Goals

Ensure the new Student Union Building is accessible

- Having an accessible SUB would improve students' experiences in the building
- It would also show students with accessibility needs that they were considered and are welcome

Timeline

End of August: discuss details of the audit

September - October: research possible auditors, with the help of the Accessibility Designated Assistant (if one is hired by then)

October - November: conduct the audit

Accessibility Fund Bursary

Summary

Briefing note:

https://docs.google.com/document/d/1odY_21hzKbgLxZ8FhdaT5WpP70Bj9C9I/edit

We can establish a bursary for students who need funding for various access needs. This would use the Accessibility Fund and would be in line with the purpose of the fund.

The bursary can also “[remove] barriers to participation in campus activities and events.” This means that a potential justification could be that disabled students can more easily access campus activities and events if their time is not spent trying to pursue funding for tuition and other accommodations.

Campus activities and events include:

- Classes
- Textbooks
- Any other course materials
- Technology
- Transportation
- Club and student union activities
- Recreation
- Residence

While the accessibility fund request for is for a specific event or project, while the bursary can be more inclusive of many other barriers the individual is facing.

Considerations like the bursary amount, application forms, application timeline, and eligibility will be determined by the Accessibility Bursary Working Group, which will report to the Accessibility Advisory Committee for feedback.

Goals

Help students with accessibility needs financially

- The accessibility fund is under-promoted and under-used
- The bursary could help students financially especially during the COVID-19 pandemic

Promote awareness of the Accessibility Advisory Committee and what we do

- Promoting this bursary can also promote the committee which means more people can get involved with the committee in the future
- This bursary can also lead students to find out more about accessibility

Timeline

End of August: discuss details of the bursary

September - December: research and develop details of the bursary and application, with the help of the Accessibility Designated Assistant (if one is hired by then)

Spring 2021 semester (January - April): implementation (promotion, application period, selecting recipients)

Large Event Fund

Summary

This is part of the Finance and Administrative Services Committee.

The SFSS's Fall Kickoff Concert financial issues, student club large-scale events like CaseIT, and the spring hackathon all speak to the need for better financial and planning policies. I will be working with the Members Services Committee and Governance committee to determine possible usage and financial controls/policies.

I also reached out to some students to see if they had feedback or were interested in being a part of the working group.

Goals

To have set guidelines for how large events are planned financially

- Having set guidelines can prevent overspending or other mistakes
- These guidelines can help with institutional memory and to standardize processes

To give student groups a clearer idea of what to do if they need funding for large events

- These guidelines can be published publicly and be sent to students who request it
- Students can refer to the guidelines for how to proceed in planning their event

To support student groups to the best of our ability

- Promoting these new guidelines can help student groups know that they have an additional avenue of support for their large event

Timeline

September: Have a working group meeting, consider what is needed in the policy

October: Workshop the policy and come up with a draft

November: Consult with other student group executives, other SFSS Committees, and SFSS Board

December: Implement the policy

Miscellaneous September Events

Summary

As the Chair of the Events Committee, I will be supporting many events and helping Event Leads/At-Large Committee Members.

Some of these events that I will be supporting (not leading) include:

- Music Instagram Campaign and Rave Event
- Dance Week
- Pets Social
- Food Justice Webinar
- Cultural Week
- NHL Watch Party
- Stranger Things Murder Mystery Night

Goals

To engage students by providing events on topics they are interested in

- We have a wide variety of events for many different interests

To help facilitate connections between students

- A lot of students expressed concerns about making new friends in an online environment
- Having many events can help students meet new people and make new friends

To give Events Committee members event-planning and leadership experience

- Events Committee members joined the committee to get more experience and plan fun events
- Helping support these events but having a committee member lead the event can lead to more experience and confidence in planning and hosting events

Timeline

These events will take place throughout September with the exception of Stranger Things Murder Mystery Night, which will be in October but we will start planning in September.

SFSS Events x Student Groups Collaborations

Summary

Briefing note:

<https://docs.google.com/document/d/1RXhV4fMk2Qh8CAMaIMVI75DIIF4GBIN4/edit>

Last year, we did club collaborations to strengthen our relationship with clubs and other student groups on campus. This collaboration would basically mean the SFSS Events Committee funds a part of a club's event.

The committee decided to change up the process this year. Committee members thought it would be better to have each club collaboration event have a specific event lead instead of one event lead for all the collaborations. The events that each student group submits as part of the collaboration would be sent to the Events Committee in a compiled Excel spreadsheet, and Events committee members would then pick and choose which events they would be interested in leading based on their experiences.

If no one is interested in leading an event, the event collaboration would not happen. So, there would be no designated project lead, and everyone would share equal responsibility.

\$5,000 was allocated towards this project for the 2020-2021 Board year.

Goals

To strengthen SFSS' relationships with student groups

- Working with student groups and helping support their events can strengthen our relationships with them

To improve student life at SFU

- Providing support to help make an event happen can lead to more events on our (virtual) campus, which leads to a better student experience if more people attend these events and find value from them
- By collaborating with clubs (a niche), the club's audience can benefit and may be more likely to go to the event than if it had been a more general SFSS event

To promote student groups

- Working with student groups and helping promote their event can also mean having our (sometimes larger) audience become aware of the student group
- Promoting the groups on SFSS social media can increase the number of members or social media followers in that group

Timeline

August: Approve the collaboration project and work out details

September (and every month onward): Promote this collaboration opportunity, help out with the event, and host the event

- Early in the month: sending out form for student groups
- Middle of the month: Events Committee members "claim" the events they're interested in for the specific month (so each month could have a different lead) and this is discussed at Events Committee
- End of the month to beginning of next month: assigned event lead helps out with the event and the event happens

SFSS Rebranding

Summary

Currently, the SFSS logo is arbitrarily chosen. A group of SFSS Board members formed a working group for rebranding, in which we will be creating a new SFSS logo.

Goals

To instill meaning in the new SFSS logo and brand

- The current logo doesn't have a lot of meaning behind it
- Our new logo will reflect SFSS values, mission, and history

Timeline

August: First meeting of working group to decide action items

Fall 2020: Work on rebranding (research, design), consult with students, report to SFSS Board

Pain Points

Delegation

As a returning Board member, I had experience with Robert's Rules of Order already. However, I did not have any experience Chairing a committee.

I created guides for future committee Chairs because there was no guide for me. Hopefully it will help future committee Chairs.

However, an issue I had with Chairing a committee was delegating tasks. I found myself doing a lot of the work as the Chair of the committee, since a lot of the responsibilities of the committee fell on me by default. This led to me taking on a lot of work.

I also had trouble getting people to step into leadership roles at first. Diffusion of responsibility was something that I felt like happened in some committees, but I think it happens in every committee (I just experienced it differently this year as Chair).

However, more people in my committees have stepped up and taken on bigger roles which I loved to see. Hopefully this trend continues into the Fall and Spring semesters...although I am also worried about people getting too busy during exam season.

Overworking

Another issue I had was overworking. I am still adamant that I don't burn out (I don't feel burnt out at all - I relax on weekends and I enjoy my work and planning/hosting fun events).

However, despite not burning out, I would say I tend to take on too many projects because I get excited about a lot of them and I want to be involved. However, this resulted in me forgetting some of my responsibilities or putting them in the "back burner" when really I wanted to give the project my full focus.

In the future, once some of my projects have concluded, I will have to remember to keep track of projects I am taking on to make sure I don't commit to too many things at once. The fact that things are online only makes it worse because I feel like I save a lot of time by not using transit, but I just use that time to sleep instead.

Recommendations

Take days off

Something I noticed myself doing unintentionally was taking breaks over the weekend. Sometimes I would push tasks to the weekend because nobody would schedule meetings during that time. I would have the entire day to work.

However, more often than not, I would delay my tasks more and spend the weekend relaxing because I was not motivated to work.

In the future, I will need to account for this relaxation time over the weekend to ensure I meet my deadlines on time. This way, most of the work will get done over the weekday and I would be able to relax during the weekend guilt-free.

I will also be able to consistently start the week refreshed and ready to take on my work instead of having an inconsistent work schedule/routine.

Ask for support

As the VP Student Life, I had support from the SFSS Events Coordinator, Dipti. I am used to doing a lot of things myself and taking initiative, working independently to get something done.

However, something I have to remember is that there are people who can help me tackle my workload. The Events Coordinator, Dipti, has been super helpful and has made it clear that she is available to support me whenever I need it. The Communications Coordinator, Sindhu, has been amazing as well since I talk to her about the many events that need to be promoted.

I will need to ask for the support more often when I need it. This is something I had an issue with last year as well and I will have to constantly remind myself that there are people who can support me when I feel overwhelmed.

Do your reports right away

Often I get asked how I am so productive and how I manage to get my reports done super early (like this semester report and my biweekly work reports). What I do

is...basically I have a terrible memory so whenever I have a meeting I will type down the notes from the meeting right after. These notes would be in my work report so I would add to it every time I had a meeting instead of trying to remember what happened in a meeting that occurred days ago. This really helped me because things would be fresh in my memory and I would be able to provide enough details (this is especially important for post-event reports).

You will save yourself a lot of stress and work if you incrementally work on your reports (splitting up the work over time) instead of cramming all the work in right before the deadline.